

Instructions for Completing
DIRECTOR'S **ANNUAL**
MEMBERSHIP/ATTENDANCE REPORT FOR **ADULT HIGH SCHOOLS**

REPORT DUE DATE: July 1

- Include vocational students in both the total student membership/attendance (top portion of form) and the vocational report (bottom portion of form).
- **Net Enrollment** is the sum of original students who were enrolled after the last day of the previous school year (**E**) and students entering for the first time in this school year or who transferred from another state (**E1**). Do not count students who have transferred during the summer or school year.
- End of the Year **Membership** is the number of students actually on the roll the last day of an accounting period. This is the Total Enrollment (**E + E1 + TR**) minus those students who have withdrawn plus students who have previously withdrawn but have returned.
Total Enrollment - W (Withdrawn) + R (Returned) = Total Membership
- Computations for **FTEADA/FTEADM** shall be on the basis of a **4-hour day** and a 180-day school year.
- The calculation for the **Days Present** shall be determined by dividing the total hours present by **4 hours**. In structured programs the **Days Absent** is calculated in the same manner.
- The **FTEADA** for the year shall be determined by dividing the total days present for adult students during the entire school year by 180 or less.
- The **FTEADM** for the year shall be determined by dividing the total days belonging (days present + days absent) for adult students during the entire school year by 180 or less.
- For both structured and unstructured classes **FTEADA/FTEADM** computations shall be based on actual classroom time. The exception is if the student is enrolled in a Cooperative Vocational Program with a bona fide training agreement signed by the school, cooperating business, and approved by the state, then the co-op hours must be counted as attendance.
- The second part of the form relates to **Vocational FTEADA** and **FTEADM**. This is a sub-set of the ADA and ADM requested for this form.
- Refer to the Student Membership and Attendance Accountability Manual for further definitions and general reporting requirements.

The contact person for this report is **Deborah Thomas**; she may be reached at **(615) 741-3035** or e-mailed at **debbie.thomas@state.tn.us**